DOCUMENT RESUME

ED 059 705 JC 720 058

TITLE	Measurable Institutional Objectives For the Year 1971-72.
INSTITUTION	Mount San Jacinto Coll., Gilman Hot Springs, Calif.
PUB DATE	14 Oct 71
NOTE	22p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Administration; *Educational Administration; *Educational Objectives; Institutional Administration; *Institutional Role; *Junior Colleges; *Program Evaluation
IDENTIFIERS	California

ABSTRACT

This report represents the third year that faculty committees and the administrative staff have recommended a set of measurable institutional objectives to the Board of Trustees of Mt. San Jacinto College (California). The authors feel that these objectives are more comprehensive and challenging than those presented the previous year (see JC 720 057 above). It is anticipated, however, that future efforts will include several important areas of college endeavor now missing, and that many of the measurement criteria will be expanded to become more comprehensive or accurate. In this report objectives are presented for the following college activity areas: general education, English instruction, transfer education, community services, student personnel, special remedial, athletics and physical education, occupational training, and increasing instructional effectiveness. A list, compiled by the faculty, of activities inhibiting the performance of first semester students in selected classes is also presented. (Author/AL)

ED 059705

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MT. SAN JACINTO COLLEGE

Measurable Institutional Objectives

For The Year 1971-72

JC 720 058

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Submitted on

October 14, 1971

UNIVERSITY OF CALIF.
LOS ANGELES

MAR 22 1972

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

Table of Contents

Foreword.....I

Philosophy.....II

Definitions.....III, IV

General Education.....1

English Instruction.....2

Transfer Education.....2

Community Services.....3

Student Personnel.....4

Special Remedial or Second Chance.....6

Athletics and Physical Education.....7

Occupational Training.....8

Increasing the Effectiveness of Instruction.....12

Constraints.....13

FORWARD

For the third year the Faculty Committees and the administrative staff recommend a set of measurable institutional objectives to the Board of Trustees.

We believe that these objectives, recommended for the 1971-72 school year, are more comprehensive and challenging than either of the sets of objectives presented in the previous two years. The staff is still aware of the fact that this current effort does not include several important areas of college endeavor and that many of the measurement criteria are not as comprehensive or accurate as we expect to develop in the next three years. These steps leading to institutional accountability, 1971-72, are taken with the belief that progress is being made toward a system of accountability which will not only be useful to the Board of Trustees in helping them to determine the efficient use of resources in meeting agreed upon goals and philosophy but will also serve as a means of helping the faculty and staff to gain better insight into methods and processes for improving educational services to students.

PHILOSOPHY

Mt. San Jacinto College is dedicated to the principle that through education man finds realization of his potential as a human being. Man achieves this potential through various means. Therefore, MSJC provides as wide a variety of approaches to the process of education as possible. Emphasis is placed upon self-directed study on the part of the student, understanding that in the final analysis education is gained, not given.

We believe that the final test of education is the student's ability to judiciously evaluate, work skillfully, and to transmit knowledge to others, therefore, we shall insist on involving the student in discussion and writing toward that end.

We believe that we are a part of the community we serve and seek to provide facilities and programs for the enrichment of the individual and the improvement of community, state and national life.

We believe that education has many faces; therefore we are pledged to provide instruction in the widest practical range of academic, occupational and technical fields to serve the needs of individuals and the community.

DEFINITIONS

Accountability as applied to the educational process is: (1) the ability to demonstrate cost effectiveness (efficient use of resources) in meeting agreed upon philosophy and goals, (2) when using verified objectives, (3) when serving a well identified group of students, (4) and when taking into consideration constraints relative to this: school, course, group of students and community.

Performance Objectives for Course - A series of statements describing in measurable terms what skills, knowledges and other outcomes students are expected to achieve as a result of this class including intermediate points in the course at which students would be awarded units for completing objectives to that point.

Verified Objectives - Course objectives which have been approved by an advisory committee, a group of teachers of the same subject or by a recognized authority.

Constraints - Those obstacles to the learning activity which are beyond the control of immediately responsible educators and which may or may not be controllable by anyone in the school district within the time span of this class (semester).

Restraints - Those hindrances to learning which are within the control of one or more of the educators who are immediately responsible. Hindrances which may be reduced in the time span of this class (semester).

Student Effort Factors - Those actions associated with motivation which if practiced by the student in a given class lead to his achieving objectives commensurate with his potential.

Grading Criteria - A set of criteria for the awarding of letter grades based on student achievements of performance objectives for the course and including criteria for establishing grades for intermediate points in the course where each unit or fraction of a unit is earned.

Conferring Process - The act of two or more people analyzing available data, considering trends and mutually arriving at an agreed upon plan of action or a conclusion.

Philosophy - Means a composite statement of the relationship between the individual and society based upon beliefs, concepts, and attitudes from which the goals and objectives of the district are derived. California Education Code 7561.

Goals - Means a statement of broad direction or intent which is general and timeless and is not concerned with a particular achievement within a specified time period. California Education Code 7562.

Objectives - Means a devised accomplishment that can be verified within a given time and under specifiable conditions which, if attained, advances the system toward a corresponding goal. California Education Code 7563.

Teacher-student accountability - The ability of the teacher to demonstrate that he has taken all reasonable steps to assist students to accomplish the course objectives up to each student's fullest potential.

Corollary - The ability of the student to demonstrate that he has made reasonable effort to accomplish all of the course objectives up to his fullest potential.

Educational Output - Means a measure of accomplishment which is the result of the educational process.

MT. SAN JACINTO COLLEGE

MEASURABLE INSTITUTIONAL OBJECTIVES FOR 1971-72

I. General Education Objectives:

A. Each graduate will have demonstrated his understanding of and appreciation for the nature and development of our system of government by having achieved the minimum behavioral objectives in any of the following: History 51; History 17A and 17B; Political Science I and any U. S. History class.

B. Each graduate will have demonstrated his knowledge of the factors effecting good mental and physical health and the moral and social values related to membership in the family and in society by having successfully achieved the behavioral objectives of the course in Health Education.

C. Each graduate will have demonstrated his ability to communicate thoughts clearly in speaking and writing, and his ability to read with understanding by having achieved at least the minimum behavioral objectives of at least the course in English Fundamentals and one other course in English, speech or journalism.

D. Each graduate will have demonstrated his understanding of the biological or physical environment by having completed at least the minimum behavioral objectives of a course in biology, physics, chemistry, physical geography, geography 51 or physical anthropology.

E. Each graduate will have demonstrated his understanding of, appreciation for, and participation in, creative and cultural heritage and activities or economic environment by successfully completing at least the minimum behavioral objectives of a course in the

humanities or social sciences in addition to those completed to fulfill other stated objectives.

F. Each graduate under 21 years of age, except those exempted because of physical disability, will have demonstrated his ability to develop personal habits and attitudes to preserve and improve both mental and physical health for himself, his family, and his community by having successfully achieved the behavioral objectives of at least four semester courses in physical education.

G. Each graduate will have demonstrated his ability to use the basic mathematical and arithmetical skills necessary to everyday life by successfully achieving the behavioral objectives of at least one course in mathematics, or by passing an examination in mathematics.

II. English Instruction

A. Seventy-five percent of those students completing English 51 or English 1A will achieve the course objectives with seventy-five percent accuracy or better.

III. Transfer Education

A. Each student who intends to transfer to one of the California State Colleges with complete certification will have satisfied the general education requirements for such transfer by successfully achieving at least the minimum objectives in a program of studies as follows: nine semester units of natural science, nine semester units of social science, eight semester units of humanities, six semester units of basic subjects, and eight additional semester units elected from the above areas or in the areas of mathematics, health education and/or physical education.

B. Each student who intends to transfer to any four year institution other than California State Colleges, shall identify the college and plan his general education program with his counselor or advisor in such a way that he will meet that institution's general education requirements. (1970-71: O.-100%, A.-100%)

C. Of the students who enroll indicating a transfer objective and who complete 60 or more units at Mt. San Jacinto College, 75% will transfer to a four year college or university.

D. The grade studies reported by four year colleges and universities of students transferred from M.S.J.C. with 60 or more units will show a grade differential not to exceed two tenths of one grade point lower than the grade point averages these students earned at M.S.J.C.

IV. Community Service

The Community Service Program is designed to assist the residents of the District in achieving worthwhile utilization of leisure time, in broadening of cultural and recreational knowledge and skills, and in facilitating the exchange of ideas, the following specific objectives will be accomplished:

A. Building and grounds facilities will be made available to all community groups for use upon request and within the rules and regulations prescribed by law and policies established by the Board.

B. Organized recreational activities will be provided at least one night per week during the school year and four nights per week during summer school.

C. At least four dramatic productions, one musical production and three other cultural events open to the public will be presented

during the 1971-72 school year. (1970-71: O.-4, 2, & 2; A.-5, 3, & 3)

D. All requests from civic and service organizations in the College District for speakers from the college staff will be filled. Requests for dramatic or musical performances will be filled when they enhance the educational program.

V. Student Personnel

A. Guidance

The goals of the guidance program of Mt. San Jacinto College are to help the student clarify and formulate educational and career goals to create student desire for further learning, and to motivate each learner to build satisfactions for himself through exploration, investigation, and learning achievement. In addition, the guidance department is committed to achieving the greatest potential development of each individual and to making available to students a warmly personal and professional relationship which will provide a basis for a profitable and personally rewarding educational, social, and vocational experience. In order to achieve the guidance goal for the year 1971-72, the following measurable objectives will be accomplished:

1. During the first semester of their attendance, each full time freshman enrollee at M.S.J.C. will have a conference with a counselor and will formulate a written educational plan, based on the expressed goals of the student.
2. Each full time sophomore student enrolled at M.S.J.C. will, during the 1971-72 year, have a conference with a counselor to formulate the student's goals for further training and/or education.

3. Of those full time students enrolled at M.S.J.C. for the period beginning with the fourth week of the semester, not more than 7% will withdraw from college without presenting evidence justifying the urgent necessity of such withdrawal (for reasons beyond the control of the college).
4. Based on the total number of units in which all students are enrolled, for the period beginning with the fourth week of the semester, 80% of these units will be completed, excluding those units not completed by students who withdrew from college for reasons beyond the control of the college.
5. Of the beginning full time freshmen enrolling in the Fall, 1971, 50% of those in continuous enrollment at M.S.J.C. and stating a transfer objective will have earned at least 30 units of credit by June, 1972.
6. By June, 1972, at least 50% of the second semester full time students will answer a written questionnaire as an evaluation of the student personnel services.
7. Thirty-two percent of the June, 1971, graduates from the high schools within the college district shall be enrolled in M.S.J.C. for the Fall, 1971 and/or Spring, 1972, semesters. (1970-71: O.-30; A.-30)
8. Of those ethnic minority students involved in the special peer counseling and peer tutoring program, 80% will persist throughout the semester.
9. Those students who complete the Fall, 1971, semester and those students who complete the Spring, 1972, semester, will have satisfactorily completed a total of at least 20,000 units of

credit, with an average grade point of at least 2.65. (1970-71: 19,638 and 2.60)

B. Job Placement

1. The counseling staff will find part time job opportunities for all students who desire to have such work and whose records indicate they can profit from such employment.

C. Student Activities

1. The student government association will have completed by May 1, 1972, a written evaluation of those behavioral objectives met during the 1971-72 school year.
2. The student government association will have completed by May 1, 1972, a review and/or revision of the established goals and objectives of the ASB organization.

VI. Special Remedial or Second Chance

Students who did not complete high school and who are over 18 years of age, and those students who are so deficient in subject skills and knowledge that they will find it difficult to succeed in community college classes, will be provided with special classes, or workshops, or laboratory experiences which will help prepare them for college classes. In order to achieve the special remedial or second chance goal for the year 1971-72, the following measurable objectives will be accomplished:

A. All students who indicate a desire to improve their reading skill will be enrolled in a regular reading class. Ninety percent of the students who persevere throughout the semester will increase their reading skill by at least one grade level, as measured by a pre-test and post-test.

B. All students who indicate a desire to improve their arithmetic skills will be enrolled in a remedial math program, and at least 45% of these will meet the measurable objectives of that course, thereby passing the entrance examination for Elementary Algebra. In addition, another 35% of these students will complete the minimum objectives of the course thus fulfilling the general education requirements for graduation.

C. Students who indicate a desire to improve their knowledge of American History but who are of low verbal skills will be enrolled in History 51. Eighty percent of the students who persevere throughout the semester will meet the minimum objectives of the course, thus fulfilling their government and history requirements for graduation.

D. Students who desire to take a science course that is challenging but within the ability of students with low verbal skills may enroll in Geography 51. Ninety percent of the students who persevere throughout the semester will meet the minimum objectives of the course, thus fulfilling the science requirement for graduation.

VII. Athletics & Physical Education

A. Goals of Athletics

1. To provide an opportunity for those gifted in physical skills to excel and progress beyond the average.

Objective: Each student who possesses the necessary physical skills and expresses a desire to compete in intercollegiate athletics will be allowed to join a team. Of those joining a team at least 80% will have an opportunity to participate to the extent of earning a letter in the chosen sport.

2. To provide a means of identification with the college to the regular students of the college.

   Objective: As measured by a questionnaire, at least 50% of the student body will attend a minimum of three intercollegiate athletic contests during the year.

B. Goals of Physical Education

1. To provide the students with skills and attitudes toward physical activity and recreation which will help them to build and maintain a lifelong healthful program of physical exercise and leisure activities.

   Objective: Of the students enrolled in all physical education activity classes, 85% will achieve the minimum objectives of those classes.

VIII. Occupational Training

Provide qualified district residents, who request full time or part time training leading to available employment, with local vocational and technical education, where the number of requests justify the program.

Provide district residents who request full time training not offered at MSJC, and which leads to employment, and who are qualified to take such training, with an opportunity to enroll in another community college which offers the desired program.

Provide leadership in the cooperative implementation of the State Vocational Area Plan, with other schools and colleges, and government agencies, in order to promote the broadest possible occupational training network for students and employers of this district.

In order to achieve our occupational training goal for the year 1971-72, the following measurable objectives will be accomplished:

A. (1) Of high school students enrolled in Auto Body at the initial attendance report period, 75% will satisfactorily complete the semester. (1970-71: O.-75%, A.-93%)

(2) Of high school students enrolled in Auto Mechanics at the initial attendance report period, 75% will satisfactorily complete the semester. (1970-71: O.-75%, A.-81%)

(3) Of high school students enrolled in Printing at the initial attendance report period, 75% will satisfactorily complete the semester. (1970-71: O.-80%, A.-71%)

B. (1) Of first semester college students enrolled in Auto Body at the initial attendance report period, 75% will satisfactorily complete the semester. (1970-71: O.-75%, A.-80%)

(2) Of first semester college students enrolled in Auto Mechanics at the initial attendance report period, 80% will satisfactorily complete the semester. (1970-71: O.-80%, A.-85%)

(3) Of first semester college students enrolled in Engineering Technology at the initial attendance report period, 55% will satisfactorily complete the semester. (1970-71: O.-40%, A.-55%)

(4) Of first semester students enrolled in LVN classes at the initial attendance report period, 80% will satisfactorily complete the semester. (1970-71: O.-80%, A.-N.A.)

(5) Of first semester college students enrolled in Photography, and at the initial attendance report period, 90% will satisfactorily complete the semester. (1970-71: O.-90, A.-85%)

(6) Of first semester college students enrolled in Printing at the initial attendance report period, 67% will satisfactorily complete the semester. (1970-71: O.-67%, A.-67%)

C. (1) Of second semester college students enrolled in Auto Body at the initial first semester attendance report period, 75% will satisfactorily complete the semester, or will have accepted a full time position in the above, or closely related, occupation. (1970-71: O.-40%, A.-72%)

(2) Of second semester college students enrolled in Auto Mechanics at the initial first semester attendance report period, 75% will satisfactorily complete the semester, or will have accepted a full time position in the above, or closely related, occupation. (1970-71: O.-50%, A.-90%)

(3) Of second semester college students enrolled in Engineering Technology, 60% will satisfactorily complete the semester, or will have accepted a full time position in the above, or closely related, occupation. (1970-71: O.-50%, A.-60%)

(4) Of second semester students enrolled in LVN classes at the initial first semester attendance report period, 85% will satisfactorily complete the semester.

(5) Of second semester college students enrolled in Photography, 90% will satisfactorily complete the semester, or will have accepted a full time position in the above, or closely related, occupation. (1970-71: O.-90%, A.-100%)

(6) Of second semester college students enrolled in Printing at the initial first semester attendance report period, 60% will satisfactorily complete the semester, or will have accepted a full time position in the above, or closely related, occupation. (1970-71: O.-60%, A.-78%)

D. (1) Of students receiving a certificate or degree in Auto Body, 50% will accept a position in the specified, or closely related, occupation. (1970-71: O.-50%, A.-100%)

(2) Of students receiving a certificate or degree in Auto Mechanics, 50% will accept a position in the specified, or closely related occupation. (1970-71: O.-50%, A.-80%)

(3) Of students receiving a certificate or degree in Engineering Technology, 90% will accept a full time position in the specified or closely related, occupation. (1970-71: O.-90%, A.-75%)

(4) Of students receiving a certificate or degree in LVN, 90% will accept a position in the specified, or closely related occupation.

(5) Of students receiving a certificate or degree in Photography, 90% will accept a position in the specified, or closely related, occupation, or continue their education. (1970-71: O.-90%, A.-100%)

(6) Of students receiving a certificate or degree in Printing, 90% will accept a full time position in the above, or closely related, occupation.

E. Of last year's students placed in a full time position in the specified, or closely related, occupation, 80% of those answering a follow up questionnaire will be successful employees at the end of their first year of employment by still being employed at that occupation. (1970-71: O.-90%, A.-100%)

F. Of full time vocational students who indicate a desire to work in a job related to their major, 100% will be aided by the vocational teacher or counselor in obtaining such jobs. (1970-71: O.-100%, A.-100%)

G. Thirty vocational students will be assigned to work experience stations and earn a minimum of 90 semester hours of credit.

H. Within the VEA handicapped definition, 30 such students will be recruited, counseled, and trained for occupations judged to be individually realistic by the counselor, pertinent instructor, and the Vocational Dean.

I. Within the VEA disadvantaged criteria, 25 such students will be recruited, counseled, or enrolled in programs judged to be individually realistic by the counselor, pertinent instructors and the Vocational Dean.

J. Business Education. During the 1971-72 academic year, the Business Education Department will design and recommend certificate and AS degree programs for the following: Clerk Typist, one year certificate; Secretarial Science, one year certificate; Secretarial Science, two year, AS degree; Business Administration, two year, AS degree, all to be designed so they meet committee, administration and Board approval.

IX. Increasing the Effectiveness of Instruction

Although accomplishing the following goals will not result in direct and measurable "product output" they are herein listed as a part of the Institutional Objective Statement because it is firmly believed that by their accomplishment this year there will be an improvement in the educational process which will in future years reflect in better accomplishing the institution's measurable performance objectives.

A. The updating of course content will be further achieved by preparing measurable objectives for 11 courses (1970-71: O.-29, A.-66) and by revising the measurable objectives already written for 10 courses (1970-71: O.-21, A.-25)

B. Eighty filmstrip tape multi media lessons will be prepared and produced by June 30, 1972. Each will have semi-programmed worksheets and post tests when such instruments are practical. All to be prepared to commercially acceptable standards. (1970-71: O.-25, A.-90)

C. Four thousand multi media lessons will be sold by mail order and direct sales on campus and at conferences. (1970-71: O.-750, A.-1929)

D. Each full time faculty member will select one class he teaches and designate that as an experimental class. The teacher will obtain special information about each student in that class, using counseling office data, placement test data, and special subject matter aptitude test results. The teacher and his administrative coordinator will confer about the students to determine that each has the potential ability to meet the course objectives. A list of predicted constraints will be agreed upon and submitted to the Superintendent for compilation of his report to the Board. An end of the semester conference will be held to determine if the predicted constraints materialized. The same process will be repeated with a different class for the second semester.

Constraints

The following is a list of constraints for first semester students in selected classes compiled by faculty and concurred in by their coordinating administrator:

Students lack reading skills

Students lack writing skills

Students lack math skills

**Students lack motivation to study

Students must drop class for economic reasons

Students must drop class for personal reasons:

- Draft
- Divorce
- Pregnancy
- Illness
- Take care of children

Students are out for athletics and game schedules interfere with class hours

Students are out for athletics and it is too time consuming to allow adequate time for studying

Students are in drama production and miss too many classes

Students have part time jobs which requires work on hours that conflict with class

*Students change employment and change hours they can attend class

Students have anti subject attitude towards required class

*Students have low aptitude for subject

Students object to classes that meet 5 days a week so cut classes

Students lack interest in subject because of changing cultural values

*Students do not attend class regularly, reasons unknown

Students not trained in high school to take notes and select important points to remember

Students enrolled in too many units and working too many hours

Students drop classes but teachers are not informed why

*Projected by 4 or more faculty members as constraints

**Projected oftener than any other constraint

Students fallaciously believe that ability to achieve in a given subject is an innate talent

Students lack prerequisite class

*Students have transportation problems

Students have housing problems

Students are late enrollees (2-3 weeks late)

*Projected by 4 or more faculty members as constraints

**Projected oftener than any other constraint

The foregoing pages listing the objectives recommended for Mt. San Jacinto College for the school year 1971-72 describe the extent to which certain parts of the educational program will attempt to achieve the philosophy and objectives of this college. The most significant "output" achievement will be the "units of credit completed" and grades earned, based in most cases on performance objectives and precise grading plans for courses.

The units of credit predicted that will be completed by all of the students for the year 1971-72 are 20,000 (1970-71: A.-19,638) and the grade point average for all units completed will be 2.65 (1970-71: A.-2.6), (C+)*. It is estimated that the current expense cost per unit of credit earned will be $55.95. (1970-71: A.-$55.80)

*There is some risk of producing a self serving statistic when an institutional grade point average is used as one measure of institutional instructional output. To counteract this risk and for other purposes, teachers at Mt. San Jacinto College have developed precise grading plans as a part of the performance objectives for courses. Also, as verification of grading criteria certain students' grade point averages earned at M.S.J.C. are compared with their grade point averages when these students transfer to four year colleges. And this year, money has been budgeted from the "Developing Colleges" Project to provide travel expenses for instructors to go to other colleges and universities where performance objectives and precise grading plans are used so that M.S.J.C. instructors can further verify their objectives and grading criteria.